



State of Utah

DEPARTMENT OF COMMERCE

Division of Corporations & Commercial Code

BUSINESS LICENSING & REGISTRATION GUIDE

All businesses operating in Utah must be registered with the Department of Commerce and licensed with a city or county in the state. The following information explains the benefits of registration and licensure and why and how a business should register and receive a license.

State Registrations

Who Must Register Their Business?

All businesses in Utah are required by law to register with the Utah Department of Commerce either as a "DBA" (Doing Business As), corporation, limited liability company or limited partnership. Businesses are also required to obtain a business license from the city or county in which they are located.

Why Are Businesses Required to Register?

Registration is required so that a comprehensive state registry of all business and corporate information is available for public reference. This information is vital to an orderly legal system and marketplace. Without it, the public or other businesses may have no way of knowing the persons with whom they are doing business.

Where Do You Register Your Business Name?

You can register your business by contacting:

DEPARTMENT OF COMMERCE

Division of Corporations & Commercial Code

Mail In: PO Box 146705

Salt Lake City, Utah 84114-6705

Walk In: 160 East 300 South, Main Floor

Service Center: (801) 530-4849

Toll Free Number: (877) 526-3994 (Utah Residents)

Fax: (801) 530-6438

Web Site: <http://www.commerce.utah.gov/cor>

How Can You Reduce Registration Hassles?

The Commerce and Tax Service Center is a one-stop service center created by the Department of Commerce in cooperation with the State Tax Commission. It is located in the lobby of the Heber Wells Building. This service center was designed to reduce hassles and red tape for Utah's business people. The public can now meet nearly all of the state registration requirements in just one stop. In this service center individuals can register all business names, file Articles of Incorporation, organization or certificates of limited partnership and obtain a State Sales Tax License and State Tax Identification Numbers.

City and County Business Licenses

Who Must License Their Business?

By law, all businesses are required to license with the local municipality in which they are doing business. General standards exist for licensure, but each city and county also have unique requirements and procedures. It is best to contact

your city or county office to know the exact standards that are set for licensor.

Why Are Municipal Business Licenses Required?

Local licensure ensures that businesses are safe to the public and given the protections under the law to which a licensed business is entitled. A business may be visited or inspected and required to fulfill local zoning, building and parking requirements before receiving a license. This ensures employee and public health, safety and welfare.

When Should a Business License With A County Office?

Counties have jurisdiction over the unincorporated areas of the county. If your business is in an unincorporated area of the county, you should contact your county office.

Some counties require that all businesses that sell food, liquor and gas within county borders are required to receive a special permit or license from the county.

Is it Necessary to Receive a Business License in Each City and County a Business Operates?

The answer to this question in most cases is, yes. However, a phone call to the city or county office will alleviate doubt.

The following is a listing of business licensing offices for all cities with a population of 600 or greater. For information regarding smaller cities, contact the local city offices or telephone listing.

Cities

***Alpine** 20 North Main, Alpine, UT 84004, (801) 756-6347*

***American Fork** 31 North Church Street, American Fork, UT 84003, (801) 763-3000*

***Aurora** P.O. Box 477, Aurora, UT 84620, (435) 529-7643*

***Ballard** Route 2, Box 2381, Ballard, UT 84066, (435) 722-3393*

***Bear River** 5695 North 4700 West, Box 160, Bear River, UT 84301, (435) 279-8626*

***Beaver** 60 West Center, P.O. Box 271, Beaver, UT 84713, (435) 438-2451*

***Blanding** 50 West 100 South, Blanding, UT 84511, (435) 678-2791*

***Bluffdale** 14175 So. Redwood Road, Bluffdale, UT 84065, (801) 254-2200*

***Bountiful** 790 South 100 East, P.O. Box 369, Bountiful, UT 84011-0369, (801) 298-6190*

***Brigham City** 20 North Main, Brigham City, UT 84302, (801) 734-2001*

***Castle Dale** 61 East 100 North, P.O. Box 728, Castle Dale, UT 84513, (435) 381-2115*

***Cedar City**, 110 North Main, P.O. Box 249, Cedar City, UT 84721, (435) 586-2950*

***Cedar Hills** 4393 W. Cedar Hills Dr., Cedar Hills, UT 84062, (801) 785-9668*

***Centerfield** 130 So. Main, P.O. Box 220025, Centerfield, UT 84622, (435) 528-3296*

***Centerville** 250 North Main, Centerville, UT 84014, (801) 295-3477*

***Clarkston** 50 South Main, P.O. Box 181, Clarkston, UT 84305-0181, (435) 563-9090*

***Clearfield** 140 East Center St., Clearfield, UT 84015, (801) 774-7224*

***Clinton** 1906 West 1800 North, Clinton, UT 84015, (801) 825-5398*

***Coalville** 10 North Main, P.O. Box 188, Coalville, UT 84017, (435) 336-5981*

***Corinne** 2420 North 4000 West, P.O. Box 118, Corinne, UT 84307, (435) 744-5566*

***Delta** 76 North 200 West, Delta, UT 84624, (435) 864-2759*

***Draper** 12441 South 900 East, Draper, UT 84020-1020, (801) 576-6504*

***Duchesne** 160 So. Center, P. O. Box 974, Duchesne, UT 84021, (435) 738-2464*

East Carbon 101 W. Geneva, P.O. Box 70, East Carbon, UT 84520, (435) 888-6613

Elk Ridge 80 East Park Dr., Elk Ridge, UT 84651, (801) 423-2300

Elsinore 15 East 200 North, P.O. Box 208, Elsinore, UT 84724, (435) 527-3306

Enoch 4864 North 600 East, Enoch, UT 84720-9466, (435) 586-1119

Enterprise 375 South 200 East, P.O. Box 340, Enterprise, UT 84725, (435) 878-2221

Ephraim 5 South Main, Ephraim, UT 84627, (435) 283-4631

Escalante 56 North 100 West, P.O. Box 189, Escalante, UT 84726, (435) 826-4644

Fairview 85 South State, P.O. Box 97, Fairview, UT 84629, (435) 427-3858

Farmington 130 North Main, P.O. Box 160, Farmington, UT 84025-0160, (801) 451-2383

Farr West 2090 No. 2000 West, Farr West, UT 84404, (801) 731-4187

Ferron 15 East Main, Box 820, Ferron, UT 84523, (435) 384-2350

Fillmore 75 West Center, P.O. Box 687, Fillmore, UT 84631-0687, (435) 743-5233

Fountain Green 84 South State, P. O. Box 97, Fountain Green, UT 84632, (435) 445-3453

Fruit Heights 910 South Mountain Road, Fruit Heights, UT 84037, (801) 546-0861

Garland 72 North Main, P.O. Box 129, Garland, UT 84312, (435) 257-3118

Genola 74 West 800 South, Genola, UT 84655, (435) 754-5300

Grantsville 429 East Main, Grantsville, UT 84029, (435) 884-3411

Green River 240 East Main, Box 620, Green River, UT 84525, (435) 564-3448

Gunnison 38 West Center, P.O. Box 790, Gunnison, UT 84634, (435) 528-7969

Harrisville 363 W. Independence Blvd., Harrisville, UT 84404, (801) 782-9648

Heber 75 North Main, Heber City, UT 84032, (435) 654-0757

Helper 73 South Main, P.O. Box 221, Helper, UT 84526, (435) 472-5391

Herriman 13011 South Pioneer St, Herriman, UT 84065, (801) 446-5323

Highland 5378 West 10400 North, Highland, UT 84003, (801) 756-5751

Hildale 320 East Newell Ave., P.O. Box 490, Hildale, UT 84784, (435) 874-2323

Hinckley 161 E. 300 North, P.O. Box 108, Hinckley, UT 84635, (435) 864-3522

Honeyville 7478 North 3600 West, Box 142, Honeyville, UT 84314, (435) 279-8427

Huntington City 20 South Main, P.O. Box 126, Huntington, UT 84528, (435) 687-2436

Hurricane 147 North 870 West, Hurricane, UT 84737, (435) 635-2811

Hyde Park 113 East Hyde Park Lane, P.O. Box 489, Hyde Park, UT 84318, (435) 563-6507

Hyrum 83 West Main, Hyrum, UT 84319, (435) 245-6033

Ivins 90 West Center, P.O. Box 789, Ivins, UT 84738, (435) 628-0606

Kamas City Hall, 30 South Main, Box 7, Kamas, UT 84036, (435) 783-4630

Kanab Business Licensing, 76 North Main #14, Kanab, UT 84741, (435) 644-2534

Kaysville Business License Office, 23 East Center, Kaysville, UT 84037, (801) 544-1363

LaVerkin Business Licensing, 111 South Main, P.O. Box 265, LaVerkin, UT 84745, (435) 635-2581

Layton City Community Development, 437 N. Wasatch Dr., Layton, UT 84041, (801) 546-8500

Lehi Business Licensing, 99 W. Main Street, Ste. 100, Lehi, UT 84043, (801) 768-3545

Lewiston City Hall, 29 South Main, P.O. Box 36, Lewiston, UT 84320, (435) 258-2141

Lindon Business Licensing, 383 West Lakeview Road, Lindon, UT 84042, (435) 785-5043

Logan Business Licensing, 255 N. Main, P.O. Box 527, Logan, UT 84321-0527, (435) 750-9800

Manti Business Licensing, 50 South Main, Suite #1, Manti, UT 84642, (435) 835-2401

Mantua Town Clerk, 409 North Main, Mantua, UT 84324, 7(435) 23-7054

Mapleton City Office, 35 East Maple Street, Mapleton, UT 84664, (801) (435) 489-5655

Mendon Town Hall, P.O. Box 70, Mendon, UT 84325, (435) 752-2439

Midvale Business License Dept., 655 West Center St, Midvale, UT 84047, (801) 567-7200

Midway City Recorder, 75 North 100 West, P.O. Box 277, Midway, UT 84049, (435) 654-3223

Milford City Hall, 302 South Main, P.O. Box 69, Milford, UT 84751, (435) 387-2711

Millville City Hall, 490 East 300 South, Millville, UT 84326, (435) 752-8943

Minersville Town Hall, 60 West Main, P.O. Box 159, Minersville, UT 84752, (435) 386-2242

Moab City Office, 150 East Center Street, Moab, UT 84532, (435) 259-5121

Monroe City Hall, 10 North Main, Box A, Monroe, UT 84754, (435) 527-4621

Monticello City Office, 33 West 100 South, Box 457, Monticello, UT 84535, (435) 587-2271

Morgan Business Licensing, 48 West Young Street, Box 1085, Morgan, UT 84050, (801) 829-3461

Moroni City Hall, 36 North Center, Box 10, Moroni, UT 84646, (435) 436-8359

Mt. Pleasant City Hall, 115 W. Main, Mt. Pleasant, UT 84647, (435) 462-2456

Murray Business Licensing, 5025 South State, Rm. 113, P.O. Box 57520, Murray, UT 84157-0520, (801) 264-2661

Naples Business Licensing, 1420 East 2850 South, Naples, UT 84078, (435) 789-9090

Nephi City Recorder, 21 East 100 North, Nephi, UT 84648, (435) 623-0822

Newton Town Hall, Box 146, Newton, UT 84327, (435) 563-9283

Nibley City Hall, 296 West 3200 South, Nibley, UT 84321, (435) 752-0431

North Logan Business Licensing, 2076 North 1200 East, North Logan, UT 84321, (435) 752-1310

North Ogden City Office, 505 East 2600 North, North Ogden, UT 84414, (801) 782-7211

North Salt Lake City Office, 20 South Highway 89, Box 208, North Salt Lake, UT 84054, (801) 298-3877

Ogden Community Development, 2484 Washington Blvd., Ste. 230, Ogden, UT 84401, (801) 629-8962

Orangeville City Hall, 5 North Main, P.O. Box 677, Orangeville, UT 84537, (435) 748-2651

Orem Division of Licensing, 56 North State, Room 114, Orem, UT 84057, (801) 229-7052

Panguitch City Office, 25 South 200 East, Box 75, Panguitch, UT 84759, (435) 676-8585

Paradise Town Recorder, 9035 South 100 West, Paradise, UT 84328, (435) 245-6737

Park City Business Licensing, 445 Marsac, P.O. Box 1480, Park City, UT 84060, (435) 615-5220

Parowan, Business Licensing, 5 So. Main, P.O. Box 576, Parowan, UT 84761, (435) 477-3331,

Perry City Office, 3005 So. 1200 West, Perry, UT 84302, (435) 723-6461

Plain City City Office, 4374 West 2575 North, Plain City, UT 84404, (435) 731-4908

Pleasant Grove City Hall, 70 South 100 East, Box 515, Pleasant Grove, UT 84062, (801) 785-5045

Pleasant View City Office, 885 West Pleasant View Dr., Pleasant View, UT 84414, (435) 782-8529

Price City Recorder, 185 East Main, Room 103, P.O. Box 893, Price, UT 84501, (435) 637-5010

Providence City Office, 15 So. Main, Providence, UT 84332, (435) 752-9441

Provo Provo City Recorder's Office, 351 W. Center, P. O. Box 1849, Provo, UT 84603, (801) 379-6523

Redmond Town Hall, 45 West Main, Redmond, UT 84652, (435) 529-3278

Richfield City Office, 75 East Center, Box 250, Richfield, UT 84701, (435) 896-6430

Richmond City Office, 6 West Main, P.O. Box 9, Richmond, UT 84333, (435) 258-2092

River Heights City Hall, 662 South 600 East, River Heights, UT 84321, (435) 752-2646

Riverdale City Office, 4600 South Weber River Dr., Riverdale, UT 84405, (801) 394-5541

Riverton Business Licensing Department, 12765 South 1400 West, Riverton, UT 84065, (801) 254-0704

Roosevelt City Office, 255 S. State, Box 36-8, Roosevelt, UT 84066, (435) 722-5001

Roy Development Services, 5051 So. 1900 W., Roy, UT 84067, (801) 774-1040

St. George City Office, 175 East 200 North, St. George, UT 84770, (435) 634-5800

Salem City Office, 30 West 100 South, Box 901, Salem, UT 84653, (435) 423-2770

Salina City Office, 90 West Main, Box 69, Salina, UT 84654, (435) 529-7304

Salt Lake City Business Licensing Services, 451 So. State, Room 215, Salt Lake City, UT 84111, (801) 535-6644

Sandy City Business Licensing, 10000 Centennial Pkwy, Sandy, UT 84070, (801) 568-7100

Santa Clara City Office, 2721 Santa Clara Dr., Box 699, Santa Clara, UT 84765, (435) 673-6712

Santaqui, City Office, 45 West 100 South, Santaquin, UT 84655, (435) 754-3211

Smithfield City Office, 69 North Main, Box 96, Smithfield, UT 84335, (435) 563-6226

South Jordan Business Licensing, 11175 So. Redwood Road, South Jordan, UT 84095, (801) 254-3742

South Ogden Business Licensing, 560 39th Street, South Ogden, UT 84403, (801) 399-4413

South Salt Lake Business Licensing, 220 East Morris Ave., Ste 200, South Salt Lake City, UT 84115, (801) 483-6063

South Weber City Office, 1600 East South Weber Dr., South Weber, UT 84405, (801) 479-3177

Spanish Fork City Office, 40 South Main, Spanish Fork, UT 84660, (801) 798-5000

Spring City City Office, 150 East Center Street, Box 189, Spring City, UT 84662, (435) 462-2244

Springville, Business Licensing, 50 South Main, Springville, UT 84663, (801) 489-2700

Sunset City Office, 85 West 1800 North, Sunset, UT 84015, (801) 825-1628

Syracuse City Office, 1787 So. 2000 West, Syracuse, UT 84075, (801) 825-1477

Taylorsville City Office, 2520 West 4700 South, Suite A2 Taylorsville, UT 84117, (801) 963-5400

Tooele City Recorder, 90 North Main, Tooele, UT 84074, (435) 843-2110

Tremonton City Office, 102 South Tremont, Box 100, Tremonton, UT 84337, (435) 257-3324

Uintah Town Hall, 2105 East 6550 South Uintah, UT 84405, (435) 479-4130

Vernal City Office, 447 East Main, Vernal, UT 84078, (435) 789-2255

Washington City Office, 111 No. 100 East, Box 575, Washington, UT 84780, (435) 628-1666

Washington Terrace City Office, 275 East 4425 So., Washington Terrace, UT 84405, (801) 393-1047

Wellington City Recorder, 150 West Main Street, P.O. Box 559, Wellington, UT 84542, (435) 637-5213

Wellsvill, City Office, 75 So. 100 E., Box 6, Wellsville, UT 84339, (435) 245-3686

Wendover City Office, 195 So. 1st Street, Box 326, Wendover, UT 84083, (435) 665-2323

West Bountiful City Recorder, 550 North 800 West, West Bountiful, UT 84087, (801) 292-4486

West Jordan Business Licensing, 8000 S. Redwood Rd., West Jordan, UT 84088, 569-5010

West Point City Office, 3016 West 300 North, West Point, UT 84015, (435) 776-0970

West Valley City Business Licensing, 3600 South Constitution Blvd., West Valley City, UT 84119, (801) 963-3290

Willard City Hall, 80 West 50 South, P.O. Box 593, Willard, UT 84340, (435) 734-9881

Woods Cross City Office, 1555 South 800 West, Woods Cross, UT 84087, (801) 292-4421

Counties

Beaver County Beaver County Clerk, 105 East Center, P.O. Box 392, Beaver, UT 84713, (435) 438-2330

Box Elder County County Courthouse, 01 South Main, Brigham City, UT 84302, (435) 734-2031

Cache County 170 N Main, Logan, UT 84321, (435) 752-3542

Carbon County Carbon County Courthouse, County Clerk's Office, 120 East Main, Price, UT 84501, (435) 637-4700

Daggett County Daggett County Courthouse, 95 North 1st West, P.O. Box 219, Manila, UT 84046, (435) 784-3154

Davis County Davis County Courthouse, 28 East State Street, Room 221, Farmington, UT 84025, (801) 451-3279

Duchesne County Duchesne County Clerk, 50 East 100 South, Drawer 910, Duchesne, UT 84021, (800) 448-2107

Emery County Emery County Courthouse, 95 East Main, P.O. Box 907, Castle Dale, UT 84513, (435) 381-2465

Garfield County Garfield County Courthouse, 55 South Main, P.O. Box 77, Panguitch, UT 84759, (435) 676-8826

Grand County Grand County Courthouse, County Clerk's Office, 125 East Center, Moab, UT 84532, (435) 259-5645

Iron County Iron County Courthouse, 68 South 100 East, P.O. Box 429, Parowan, UT 84761, (435) 477-3375

Juab County Juab County Center, County Clerk's Office, 160 North Main, Nephi, UT 84648, (435) 623-0271

Kane County Kane County Courthouse, County Clerk's Office, 76 North Main, Kanab, UT 84741, (435) 644-2458

Millard County Millard County Courthouse, 765 S. Hwy 99, Star Route Box 55, Fillmore, UT 84631, (435) 743-6223

Morgan County Morgan County Courthouse, 48 West Young Street, P.O. Box 886, Morgan, UT 84050, (801) 829-6811

Piute County Piute County Courthouse, County Clerk's Office, 21 North Main, Junction, UT 84740, (435) (435) 577-2840

Rich County Rich County Courthouse, County Clerk's Office, 20 South Main, Randolph, UT 84604, (435) 793-2415

Salt Lake County Salt Lake County Business Licensing, 2001 South State North 3600, Salt Lake City, UT 84190, (801) 468-2000

San Juan County County Courthouse, 117 South Main, P.O. Box 338, Monticello, UT 84535, (435) 587-3223

SanPete County SanPete County Clerk, 160 North Main, Manti, UT 84642, (435) 835-2131

Sevier County Sevier County Courthouse, 250 North Main, P.O. Box 517, Richfield, UT 84701, (435) 896-9262 Ext. 201

Summit County Summit County Courthouse, 60 North Main, P.O. Box 128, Coalville, UT 84017, (435) 336-4451

Tooele County Tooele County Courthouse, County Clerk's Office, 47 South Main Street, Tooele, UT 84074, (435) 882-9100

Uintah County County Auditor, 147 East Main, Vernal, UT 84078, (435) 781-5481

Utah Count, Utah County Office of Planning, 100 East Center, Suite 3800, Provo, UT 84606, (801) 370-8344

Wasatch County Wasatch County Clerk's Office, 25 North Main, Heber, UT 84032, (435) 654-3211

Washington County Washington County Administration Building, 197 East Tabernacle, St. George, UT 84770, (435) 673-3486

Wayne County County Clerk, 18 South Main, P.O. Box 189, Loa, UT 84747, (435) 836-2731

Weber County Weber County Business Licensing, 2510 Washington Blvd., Ogden, UT 84401, (801) 399-8374

Small Business Development Centers

There are many Small Business Development Centers (SBDCs) located throughout the state. They provide free, personal counseling to new business owners in planning, finance, marketing and management. For information regarding the SBDC near you, contact the Salt Lake City Office:

102 West 500 South, Suite 315, Salt Lake City, UT 84101, Phone: (801)957-3480